

ILCEX, LLC

CODES OF CONDUCT, ACKNOWLEDGEMENT OF RISKS & RELEASE OF LIABILITY



Name of Participant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Name of Parent or Legal Guardian: _____

Phone: _____

Address: _____

Emergency contact name _____

Emergency contact phone _____

Are there any physical or mental conditions for which you have recently received medical treatment or for which you are currently receiving treatment? If so, please describe those conditions (attach page if necessary): _____

Prior to departure, all participants must read and agree to the below described: CODES OF CONDUCT, ACKNOWLEDGEMENT OF RISKS & RELEASE OF LIABILITY, by reading and signing each section individually (Please read carefully, total of 7 signatures required).

CODE OF CONDUCT

I, _____ (Print full name), agree to abide by the codes of conduct outlined below during my entire experience with ILCEX, LLC. I understand that any infraction to these policies can lead to termination of my participation in this program upon the discretion of any ILCEX staff or contracted staff member.

- 1) I will be open and aware of this different culture, and act with respect and dignity.
- 2) Participants are expected to assume roles as family members, respecting and following host family rules as well as ILCEX, LLC rules, and obeying all applicable community, local, state, and national laws and regulations.
- 3) I will communicate my needs, desires and issues to a staff member of ILCEX to create the best possible experience for myself and the family.
- 4) I will tell the host family and a staff member of ILCEX of any health or safety concerns as soon as possible.
- 5) I will be respectful at all times to the host family and ILCEX's staff.
- 6) I will use common sense during the entire travel experience.
- 7) I will take responsibility for my belongings at all times and not hold anyone liable for stolen or lost items.
- 8) I will follow the rules made by ILCEX, LLC.
- 9) I will follow the law at all times, such as: no alcohol, no drugs, no stealing, etc.....

Signature X _____



TERMS AND CONDITIONS

Particularly since post September 11th, we need to be sensitive to security and safety that may affect international travel. We will take precautions to ensure the safety of our students, however, it must be understood that security and safety can be compromised due to political instability, extreme inclement weather, risks to health, and other circumstances. Accordingly, ILCEX, LLC reserves the right to cancel your trip at any point up to your date of departure. If circumstances arise during your trip that compromises the safety or security, your trip may be cut short.

In addition, ILCEX, LLC expects all participants to respect their fellow volunteers and the residents of the community in which you will be staying. ILCEX, LLC reserves the right to ask any participant to leave the community if the participant engages in acts of serious misconduct, including violations of ILCEX, LLC policies, violations of the law (of the host country or sending country), and acts that are determined by ILCEX, LLC to constitute serious misconduct.

If your trip is canceled or cut short, ILCEX, LLC shall not be responsible for reimbursing you for your nonrefundable expenses. If you are asked to leave the community due to an act of serious misconduct, you shall do so at your own expense.

1) A non-refundable \$100 reservation deposit must be received before a completed application will be considered for acceptance. The payments are due 50% before the purchase of the airline tickets and the rest 4 weeks prior to the departure date.

2) If I terminate the trip early for any reason, I will not be refunded and I will incur any necessary expenses for travel changes.

3) If ILCEX, LLC terminates my trip early for any reason, I will not be refunded and I will incur any necessary expenses for travel changes.

4) TRAVEL ARRANGEMENTS

Participants are generally expected to use the transportation provided by ILCEX, LLC between the ports of departure and return. Requests for alternative travel must be made in writing by the Participant and, if the Participant is under 18, by the Participant's parents or guardian, and must be approved by ILCEX, LLC in advance. Participants traveling independently before or after any scheduled Program should not expect the assistance of staff members of ILCEX, LLC..

No independent travel during the Program is permitted without the express consent of ILCEX, LLC and, if the Participant is under 18, the written consent of his or her parents or guardian. In signing this form, the Participant and parents agree not to arrange or encourage personal travel abroad for any purpose not related to the Program, nor to arrange or encourage visits to the Participant by family or friends, without the express written permission of ILCEX, LLC.

Travel expenses arising from premature return home from abroad, either alone or accompanied, must be borne by the Participant.

5) AIR TRANSPORTATION

ILCEX, LLC arranges scheduled air transportation through designated airlines or travel agents and has designated or will designate the times and ports of departure for all group transportation. ILCEX, LLC, the agents selected by it, and the airlines reserve the right to cancel the air transportation arrangement or change dates,



times, prices, and itinerary, and to make aircraft substitutions. In the event changes or substitutions are made by ILCEX, LLC, its agents, or the airlines at any time prior to the Program date, ILCEX, LLC will not be responsible for the cost of domestic airline tickets purchased on the basis of previously published international transportation information.

Each Participant is solely responsible for any missed connections due to his or her failure to assemble in a timely manner, and ILCEX, LLC will be in no way liable for the cost of alternate transportation or for any consequential losses resulting from the Participant's failure to use designated transportation.

6) IDENTIFICATION

All Participants must be prepared to present some form of numbered positive identification that matches the name on the passenger manifest when boarding the aircraft. A passport or travel identity document must be shown for international travel.

7) FAMILY PLACEMENTS

ILCEX, LLC's overseas programs seek to foster increased cross-cultural understanding in Participants by immersing them in cultures different from their own. ILCEX, LLC home stays are based on daily life in a family and community. Participants are expected to assume roles as family members, respecting and following host family rules as well as ILCEX, LLC rules, and obeying all applicable community, local, state, and national laws and regulations. ILCEX, LLC reserves the sole right to make host family placements.

8) PUBLICITY

I understand that future ILCEX publicity materials, including but not limited to its Web site, may include statements made by Participants and their parents, and/or Participants' photographs, film or video images and voices, and I consent to ILCEX's free and perpetual use of any statements, photographs, likenesses, film and video images and voices in any medium, including those that ILCEX obtains from any Participant, parent or other source.

9) INSURANCE

ILCEX, LLC provides medical and travel insurance to all the participants and it is included in the cost of the program.

10) WITHDRAWAL/REFUND POLICY

ILCEX, LLC makes firm commitments to suppliers on behalf of participants well in advance of program starting dates. Therefore, cancellation fees may be required in the event of any withdrawal from the program.

Withdrawals must be in writing and signed by the participant and the participant's parent/guardian.

11) HEALTH GUIDELINES; TRAVEL ADVISORY; COMPLIANCE

Participants and their parents/guardians should review carefully the US State Department Consular Information concerning travel to, in and around Participant's Program country (the "Travel Advisory"), found at http://travel.state.gov/travel_warnings.html. In signing this form, the Participant and his or her parents/guardians agree that they have read and understood the Travel Advisory and that Participant and his or her parents/guardians are responsible for complying with any recommended or required immunization.

Signature X _____



ACCEPTANCE OF RISK AND RESPONSIBILITY

I have read and signed the ILCEX, LLC Code of Conduct and Terms and Conditions, and I understand the risks of traveling within another country.

I understand and acknowledge that the activities in which I am about to voluntarily engage in as a participant has inherent risks, some known and some unanticipated, which could result in harm, injury (physical and mental), illness, disease, death, or damages to me or my property or to other third parties.

Some risks include:

- (1) Risks associated with climbing or working on facilities or at various sites, such as falling objects or slips resulting in falls from heights, or harm from other participants or equipment, resulting in possible injury which can include cuts, abrasions, sprains and trauma or death.
- (2) Acts or omissions, negligent or non-negligent of ILCEX, LLC whether in instruction, protection, advice, or otherwise.
- (3) Latent or apparent defects or conditions in equipment, property or supplies, supplied by ILCEX, LLC or others.
- (4) Use or operation by myself of any equipment.
- (5) Acts of other participants in activities while in Spain.
- (6) Weather conditions.
- (7) Any injury, physical or mental as a result of political unrest.
- (8) Contact with facilities, paint or other hazardous materials, natural objects, animals, birds, or the like.
- (9) My own physical condition, or my own acts or omissions such as failure to follow instruction, failure to ask for instruction or clarifications.
- (10) First-aid, emergency treatment, rescue attempts, or other similar services rendered.
- (11) Consumption of food or drink during entire time in host country.

Being aware that these activities with ILCEX, LLC entail risks of injury to myself and a risk of injury to other third parties as a result of my actions, I expressly agree, covenant and promise to accept and assume all responsibility and risk for injury, death, illness or disease, or damage to myself or to my property arising from my participation in this activity. I expressly agree, covenant and promise to accept and assume all responsibility and risk for injury, death, illness, or disease, or damage to other third parties and their property arising from my participation in this activity. My participation in this activity is purely voluntary; no one is forcing me to participate, and I elect to participate in spite of the risks.

Signature X _____

PERMISSION FOR EMERGENCY TREATMENT

On rare occasions, a medical emergency arises when ILCEX, LLC is unable to communicate with parents/guardians. Hospital treatment and/ or surgery may be required. In most cases, administration of an anesthetic, treatment of an injury, or operation upon an individual cannot be performed without the consent of the patient or, in the case of a minor, without the consent of the parent or guardian. To avoid delaying any procedure necessary to safeguard the health of Participant, we hereby grant permission to ILCEX, LLC to



authorize medical treatment; administration of antibiotics, immunizations, anesthesia, and other medications; transfusions of blood products; and hospitalization and provision of medical treatment for Participant. We further agree to indemnify and hold harmless the ILCEX, LLC Representatives from and against Losses relating to any and all emergency treatment of Participant.

Signature X _____

RELEASE

I hereby voluntarily release and forever discharge ILCEX, LLC and its associated people (including but not limited to host families, and all staff members) from any and all liability, claims, demands, actions or rights of action, which are related to, arise out of, or are in any way connected with my activity/time with ILCEX, LLC, including specifically but not limited to the negligent acts or omissions of ILCEX, LLC or any and all injury, death, illness or disease, and damage to myself or to my property. I further agree, promise and covenant to hold harmless and indemnify the ILCEX, LLC and its associated people from all defense costs, including attorneys' fees, or from any other costs incurred in connection with claims for bodily injury, death or property damage which I may negligently or intentionally cause to other third parties in the course of my participation in all activities.

Signature X _____

ACKNOWLEDGMENT OF EFFECT OF THIS RELEASE AGREEMENT

I understand and acknowledge that by initiating and/or signing this document I have given up certain legal rights and possible claims which I might otherwise assert or maintain against ILCEX, LLC, including specifically, but not limited to, rights arising from, or claims for, the acts or omissions, negligent in any degree, of ILCEX, LLC.

I understand and acknowledge that by initialing and/or signing this document, I have assumed responsibility and legal liability, including defense costs, for the claims or other legal demands which may be asserted by other third parties against me as a result of my participation in this activity.

I have read and understood this agreement between ILCEX, LLC and myself. I understand that this is the entire Agreement and it cannot be modified or changed in any way by the representations or statements of any employee or agent of ILCEX, LLC.

DATE: _____

SIGNATURE OF PARTICIPANT: _____

SIGNATURE OF PARENTS/GUARDIANS: _____



GUIDELINES AND REGULATIONS

Coordinators will be responsible for the safety of the students. Also they are responsible to ensure adequate behavior from students during the duration of the trip. Students shall follow the regulations and guidelines provided at all times.

Students need to be respectful with the infrastructures around them in school, at home and with the rest of the environment.

In Spain, tobacco as well as the use of alcohol under the age of 18 is forbidden. Not to mention the intake of any type of drugs. The transgression of these rules would mean an automatically expulsion from the program and return to the country of origin at the parents'/guardians' expenses.

Even though shoplifting sometimes could look like an easy thing to do, it is much punished, just like it would be in the USA. Remember that all the stores have hidden cameras.

To drive in Spain, you must be 18 years of age and have an international driver's license in addition to your driver's license.

TRAVEL DOCUMENTS

To travel to Spain, a valid passport is required. The expiration date must exceed the travel date by at least three months. For example, if the return date is March 7, 2024, the passport must be valid until June 2024.

A visa is not required for a stay of three months or less.

Since the Students are minors, a notarized written authorization for traveling and to be treated in case of an emergency (forms are at the end of this booklet) from the parents or legal guardians must be issued.

To prevent problems in case of passport loss, all students must have a copy of the passport. The coordinators will keep the original documents upon departure and give the students the copy.

POTENTIAL ISSUES OR PROBLEMS

Students are responsible to notify coordinators immediately shall any issues or problems arise. The coordinator will assess the situation and recommend the appropriate course of action.

PHONE CALLS

Spain is six hours ahead of the United States, for instance: 9:00 am in the USA is 3:00 pm In Spain.

We recommend not using your cell phones to call since the international rates are very expensive.

The best option is to buy a phone card. Phone cards are readily available and can be used from any phone. The day of arrival, the families will be contacted by the coordinator via email.

In case of an emergency, the coordinators will communicate by phone with the parents immediately.

INTERNET

Each student would need to ask the host family about the use or availability of internet.



HOST FAMILY

The objective of the program is to ensure students have an opportunity to practice and improve their Spanish as well as to learn about the Spanish culture. However, the success of the program will depend mainly on the positive attitude shown at home with your host family. Communication and integration with the family are very important. Students are expected to fully integrate with the family and consequently to collaborate with the domestic task such as: doing dishes, setting the table and cleaning the table up, keeping your room organized, etc.. Remember to always be polite and show good manners.

Although not a requirement, it is recommended to bring a gift to the family. It is suggested to bring something simple but representative of New Hampshire such as: books of New Hampshire, pictures, a magnet, a lighthouse, maple syrup, etc.

If you are going to go on a trip with the family, you will need to notify the coordinators and let them know where you will be.

MONEY

The currency in Spain is the Euro. Currently the conversion rate is approximately \$1.08 per Euro. It is recommended students bring €100 per week.

LUGGAGE

Airlines allow to check-in one suitcase of less than 50 lb per person. Excess weight will be fined by the airline at the student's expense. One carry-on bag not to exceed 20 lb of weight is allowed.

If you are planning to bring souvenirs from Spain, remember to leave extra room in your suitcase.

Voltage in Europe is 220 KW. If you are bringing electrical devices, make sure you have the adequate adaptor or you risk burning your electrical devices. You can check what you need at stores such as Radio Shack.

The non-fulfillment of any of these rules will cause a termination of the program, consequently, the student would have to return to the United States at the parent's additional expenses.

I have read and accept the general regulations.

Parent signature _____

Student signature _____

In _____, _____, 2023



PERMISSION FOR MINORS TO TRAVEL

I (parent/guardian name): _____ Residing in: _____ with Driving License number: _____ authorize my daughter/son to travel to Caceres, Spain with Carmen Durán Vilches, director of ILCEX, LLC

(Name of participant) _____ will be participating in an exchange program with ILCEX and the length of the program is two weeks.

(Participant's name) _____ will be staying with a family who lives in (host family's address) _____

MEDICAL RELEASE

I also give Carmen Duran as well as (host mother/father's name) _____ permission to treat my daughter /son in case of any emergency.

If you have any questions, please contact me at: (phone number) _____

Parent Signature: _____

Date: _____

PERMISO DE VIAJE PARA MENORES

Yo, (parent's name) _____ con DNI:(ID) _____

Y residente en: (place of residency) _____ le doy permiso a (participant's name) _____, para que viaje a Cáceres, Spain.

(Participant's name) _____ irá acompañada de Carmen Duran, directora de ILCEX, LLC.

El periodo del viaje es de 4 semanas: del ____ al ____ del 2024, en concepto de viaje educacional.

Durante este periodo de tiempo, my hija/o (participant's name) _____ residirá con (Host family's name) _____ que reside en (host family's st address) _____.

Le doy también autorización a Carmen Duran, así como a (host mother or father's name) _____ para que atienda a mi hija/o (participant's name) _____, en caso de emergencia.

Si necesitan contactar conmigo, por favor llamen al teléfono (number where you can be reached in case of emergency): _____

Muchas gracias.

Atentamente

Firma (signature) _____

Fecha (Date) _____